



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs S McGregor and R Davison (ex officio), J Barnett, T Bryant, J Davison, A Layland, M McArthur, M Robson, B Todd, and all members of the Emergency Planning Committee

An EMERGENCY PLANNING COMMITTEE meeting will be held 7.30pm 01 February 2016, at Rickards Hall

AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS (Councillors only)
Including any interests not already registered
3. CO-OPTION OF MEMBER
4. TO RECEIVE AND SIGN MINUTES OF EMERGENCY PLANNING COMMITTEE 02 November 2015
5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE
 - 5.1 Audit of all equipment and location
 - 5.2 Amateur radio skills
6. FINANCIAL MATTERS
Current budget and expenditure up-date
7. REVIEW OF ACTIVITY SINCE LAST MEETING
 - 7.1 Communication with residents
 - 7.2 Correspondence with KFRS
 - 7.3 Drainage issues
8. INFORMATION EXCHANGE
 - 8.1 Kent Police Service
 - 8.2 Kent Fire & Rescue Service
 - 8.3 Sevenoaks District Council Emergency Planning Office
 - 8.4 Edenbridge First Responders
9. DATE AND VENUE OF NEXT MEETING
Wednesday 15th June 2016 at Sports Pavilion 7.30pm.
10. PRESS RELEASE

*Members of the public are welcome to observe this meeting, but are not permitted to speak.
Public questions and statements can be taken at the beginning of the monthly meetings of full Council,
Open Spaces and the Planning committee.*

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

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Income for Emergency Planning		Budget	Actual	Balance	Expenditure for Emergency Planning		Budget	Actual	Balance
Allocation from Precept		200.00	200.00	0.00	Equipment/Tools		100.00	0.00	100.00
Sundry Receipts		0.00	0.00	0.00	Others		100.00	75.00	25.00
		200.00	200.00	0.00			200.00	75.00	125.00

Report for Emergency Planning Committee 01 February 2016

3. Co-option of member

Jo Chappell has resigned as a councillor, but has expressed a wish to remain as member of this committee, for which she will need formal co-option. **Do members wish to confirm this co-option?**

4. To receive and sign minutes of Emergency Planning Committee held 2nd November 2015 (copy attached)

5. Matters arising from the minutes not covered elsewhere

5.1 Audit of all equipment and location

With the assistance of several Committee members the Chairman undertook a full audit of the EEPK equipment held at Rickards Hall, the WI Hall, and in private homes. As a result some obsolete communications equipment, and various other items, were disposed of, and it was possible to change the storage arrangements for all equipment, to make access safer and quicker. Both First Aid kits require checking this month, and any time-expired items will need replacement.

5.2 Amateur radio skills

The planned radio net to test skills and accessibility was postponed until the new aerials have been installed and coverage improved. All radio licence holders will be contacted to arrange a suitable date and time.

6. Financial matters

The budget and expenditure up-date to 31st December is attached for members' information. The replacement desktop radio charger has been purchased but the £48.29 (exc VAT) is not yet showing in the comparisons under equipment heading. The radio licence has also been paid in "other"

7. Review of activity since last meeting

7.1 Communication with residents – see attached

A letter regarding flooding was delivered in early January to approximately 300 properties judged most at risk, with thanks to all who helped so willingly. As well as advice, this letter contained information on 'FloodSax' – an update will be given at the meeting

7.2 Correspondence with KFRS

The Chairman has been in touch with KFRS and sent a copy of the Edenbridge Community Plan, and a copy of the letter to residents. It is hoped that a local representative will be able to attend future meetings.

7.3 Drainage issues

During the recent heavy rainfalls several blocked gullies, ditches and drains were reported to KHS. Committee members are urged to be vigilant and report any issues.

8. Information exchange

8.1 Kent Police Service

8.2 Kent Fire & Rescue Service

8.3 Sevenoaks District Council Emergency Planning Office

8.4 Edenbridge First Responders

9. Date and venue of next meeting

Unusually the meeting is on a Wednesday, 15 June 2016 7.30pm and Rickards Hall is not available. The traditional the Sports Pavilion, Lingfield Rd Recreation Ground.

10. Press Release

Are there any items from this meeting members wish to be the subject of a Press Release?

Minutes of the EDENBRIDGE EMERGENCY PLANNING COMMITTEE held at Rickards Hall at 7.30 pm on Monday 2 November 2015

Present: Cllrs M V McArthur (Chairman), J Barnett, J Chappell, Mrs J Davison, R Davison (ex officio), A Layland, S McGregor (ex officio), A W M Robson; and B Johnson, D Johnson, J Isherwood, R Rooth, D Turner, J Haigh

In attendance: K Staff - Deputy Town Clerk, J Brooks - SDC

There were two members of Emergency Response present, and no press.

1. Apologies for absence

Apologies were received, noted and accepted from Cllrs B Todd (Vice-chairman) and T Bryant; received from Ben Brownless, K Jefferies-Elliott, G Middleton, T Norton, and K Tomsett

2. Declarations of Interest

None were declared by the Councillors present.

3. Confirmation and insurance of Co-opted Members

Members noted that following changes in the structure and direction of the Royal Voluntary service, it was proposed to co-opt former RVS members to the committee to provide welfare services in event of an emergency. It was

Resolved: to co-opt 18 new members to the committee as follows:

Helen Jackman	Jenny Brown
Marjorie Johnson	Margaret Watts
Jan Hart	Gwen Chappell
Doreen Howe	Gill New
Wendy Sneyd	Sylvia Geere
Linda Brown	Mary Diggins
Mary Grieve	Sara Young
Gill Lambert	RonniePearman
Sue Cash	Vicki Raeburn-Ward

After discussion about the level of insurance cover required for members of the Emergency Planning Committee, it was

Resolved: that the Chairman would seek funds from the Town Council to extend the insurance cover to a further 10 people to make a total of 34, at a cost of £60 pa, to ensure participants at all events could be covered.

4. To receive and sign minutes of the Emergency Planning Committee meeting held 15 June 2015

Resolved: that with the addition of David Johnson as an attendee, the minutes be signed as a true and accurate record of the meeting

5. Matters arising from the minutes not covered elsewhere

5.1 Leigh Open Days

As there had been no notice of open days during 2015, it was noted that this would be investigated for 2016.

5.2 Flood Warden Training

Members noted that 27 had attended the training on 5 October and received a backpack containing emergency kit.

5.3 Flood Warden Seminar

It was noted that a seminar was being held in Maidstone on 14 November to which all trained wardens had been invited.

5.4 Environment Agency's work in Edenbridge

The Chairman provided a verbal update to the meeting:

Katherine Road Embankment – works to rectify damage and restore the embankment are now completed.

Cobbetts Way Embankment – the Environment Agency is reviewing a tender from a local contractor to improve the grass coverage for the embankment and land behind. Any grass improvements will now be carried out next spring, due to a lack of contractor time. The funding will have to be reviewed against next year's budgets. Committee members queried the grass cutting regime on the bund, and sought clarification.

Concrete Flood Wall (north bank of the river adjacent to former Baptist chapel) – the E A is undertaking enforcement work to remove the planters secured to the flood wall. Once the planters have been removed, repairs will be carried out to the expansion joints to reinstate the seal to the defence.

Mill Pond flaps and culvert – EA is aware of this potential problem and will investigate its effective operation. The Mill Pond culvert has been added to the EA's inspection programme.

5.5 Audit of equipment

This had not yet taken place, but was scheduled for December.

6. Financial matters

Members noted the financial report for the first half of the financial year, and considered the committee budget requirements for 2016/17. It was

Resolved: to keep the committee budget at its current level.

7. Review of activity since last meeting

7.1 Emergency exercise for communities on the River Darent

Cllrs McArthur, Todd, and Layland, had attended this exercise held by SDC.

7.2 Sandbag squad

Following research by Cllr Chappell the Chairman explained that the establishment of such a squad would not be practical. There will be an opportunity for residents to order 'Floodsax' at a discounted rate, and collect these from the Town Council offices. As in previous years, there will be stocks of sandbags available in the town for householders to collect and this will be publicised in the resident communication to be circulated shortly. (See next item)

8. Forthcoming activity

8.1 Communication with residents

Members noted that a letter to be delivered to residents in vulnerable properties would contain reminders about planning for the worst, practical information on protecting buildings, including sandbags and Floodsax.

8.2 Amateur radio skills

It was noted an exercise will be held in the next month to test out coverage and refresh individual skills. The Emergency Plan contains a list of all those who have licences. The Chairman reminded members that anyone who is interested in gaining a licence should contact her.

9. Edenbridge Community Emergency Plan

The latest version of the Plan had been circulated with the agenda, and it was

Resolved; to adopt this version of the Plan, and any future updates, the Plan to be reviewed annually, and also following any emergency events and exercises.

10. Information exchange:

10.1 Kent Police Service

No representative was present

10.2 Kent Fire and Rescue Service

No representative was present

10.3 Sevenoaks District Council Emergency Planning Officer

Joe Brooks from SDC's emergency planning office, representing Kevin Tomsett, was present at the meeting, and thanked members for attending the emergency exercise for the Darent communities. He also advised that traditional sandbags are ready for delivery to Edenbridge whenever required in advance of winter.

10.4 Edenbridge Community First Responders

David Turner, Team Leader for Edenbridge Community First Responders, explained the team's role, and that their attendance at all events is commissioned by the Ambulance Service. If any members were interested in basic first aid training, there will be events next year at the Leisure Centre open to the public.

Mr Turner advised that a suitable central location had been found for the installation of a defibrillator for public use, and that a further defibrillator will be located at Edenbridge War Memorial Hospital .

11. Date and venue of next meeting

Monday 1 February 2016 at 7.30 pm in Rickards Hall

12. Press Release

When communication is sent to residents, the Press will be advised.

The meeting closed at 8.17 pm.



FLOODING UPDATE – JANUARY 2016

You will no doubt have seen the TV reports of flooding in the north and, although the recent heavy rain did not cause property flooding here, this seems a good time to update you about the flood preparations in Edenbridge, and to offer tips on how you as an occupier can prepare and protect yourself against flooding.

Edenbridge has been preparing for bad weather:

- During the summer, drains and culverts have been cleared to improve the run-off of surface water. Flood defences have been repaired and strengthened where necessary.
- Please let us know if you spot a blocked drain, or any damage to the flood defences.
- Any interference with the flood defences, such as cutting in to the embankments, will weaken them and may increase the risk of severe flooding.
- Edenbridge has a well-developed community plan which has been praised by the Environment Agency. The Edenbridge Emergency Planning Committee has continued to meet throughout the year, and additional volunteer flood wardens have been trained.



How you can also prepare:

- Tell us now about vulnerable people who might need assistance in an emergency - please contact Edenbridge Town Council on 01732 865368.
- Keep a copy of the 'I'm prepared for flooding' information pack, delivered to you earlier in the year, in a handy place. This explains how Edenbridge is at risk and gives tips on how to prepare. Copies are available from Edenbridge Town Council offices.
- Make a list of essential documents and items you will need to take with you in an emergency, and keep a waterproof 'grab bag' in a handy place.
- Register for Flood Alerts and Warnings with the Environment Agency by calling Floodline on 0345 988 1188, or register online at www.environment-agency.gov.uk Be sure to register your mobile telephone number as well as your landline.
- You can sign up to follow us on Twitter at [@EdenbridgeTC](https://twitter.com/EdenbridgeTC). In an emergency situation we will use this Twitter feed to update residents.
- You can monitor the level of the River Eden at <https://flood-warning-information.service.gov.uk>

Protect your own property:

- Please remember that the first priority is to protect people. As an occupier, you are responsible for protecting your own property.
- Remember that demand for sandbags may outstrip supply. Available stocks will be directed to the most vulnerable properties.
- Consider storing your own supply of sand and bags.

- Alternatively there are 'FloodSax', which are very lightweight and easy to store until needed.

- They contain a gel that absorbs water in about three minutes, and once wet the sacks are designed to mould into doorways and act like sandbags to keep water out. A standard door will need five, plus some plastic sheeting. If unopened they will keep for five years.



- These can be purchased on-line or ordered directly from Edenbridge Town Council at a special rate of £25 per five-pack.
- Air brick covers and flood gates are also worth considering. Other home protection measures are shown on the National Flood Forum website: www.nationalfloodforum.org.uk

In the event of a flood emergency:

- We will do our best to keep you informed. Flood wardens and/or emergency services will attempt to call on the properties most at risk.
- **Follow any instructions you are given. Respond immediately. Emergency situations can get worse very quickly and you may not receive another visit.**
- Keep out of flood waters. These may be contaminated with sewage, and may hide dangers such as missing drain hole covers.
- Remember moving water is very powerful. Even ankle deep water can sweep you off your feet. Keep off the bridges, keep away from river banks, and keep dogs safe on leads.

Councillor Margot McArthur
Community Emergency Co-ordinator

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